

**SAN BERNARDINO COUNTY
LOCAL AGENCY FORMATION COMMISSION**

STANDARDS FOR LEGAL DESCRIPTIONS AND MAPS

Effective October 1, 2004

The following map and legal description standards are set forth by the San Bernardino County LAFCO for all proposed applications. Also listed (*in italics*) are the basic standards by the State Board of Equalization (SBE) for filing of legal descriptions and maps. Items required by LAFCO are noted separately. Please contact the LAFCO office with any questions prior to the preparation of these documents.

LEGAL DESCRIPTIONS:

Submission Requirements:

- Provide ten (10) copies of the legal description. *The written geographic descriptions shall be a document separate from any maps.*
- The legal descriptions shall be on letter (8 ½" x 11") size paper.
- The legal descriptions shall contain the following information:

1. The LAFCO Number and the complete title of the proposal.

Leave the LAFCO Number blank when initially submitting a legal description. The LAFCO number would not be available prior to initial submission since this is only assigned once the proposal is received by LAFCO.

The title shall include the Name of the City or District, and the proposal name or number.

Example 1:

LAFCO ____
City of San Bernardino Annexation No. XX

Example 2:

LAFCO ____
Annexation to the San Bernardino Water District
(Barton Heights Annexation)

2. A preamble or caption providing a general description of the area in which the proposal is located. In all cases, it should include:

“...in the County of San Bernardino, State of California,
described as follows:”

Example:

Those parcels of land located in the Northeast Quarter of
Section 17, Township 2 North, Range 3 West, San Bernardino
Meridian, in the County of San Bernardino, State of California,
described as follows:

3. Signature and seal of person responsible for preparing the legal description (including license or registration number with expiration date), as required by Section 8761 of the Professional Land Surveyor's Act.
4. Date when the legal description was prepared (or revision dates – if the legal description being submitted is a revised version).

Specific Requirements in Writing the Legal Description:

- *Every written geographic description must be self-sufficient within itself without the necessity of reference to any extraneous document. A boundary description that relies solely on the use of secondary references shall be cause for rejection. The cartographic staff (SBE, LAFCO, County Surveyor, etc.) must be able to plot the boundaries from the written description.*

Example:

Unacceptable:

- “...thence northerly to the southwest corner of that certain property recorded in Book 12, Page 15 of Recorded Deeds ...”
- “...thence northerly along the centerline of Trust Street and its various courses to the north line of that certain property recorded in Book 12, Page 15 of Recorded Deeds ...”
- “...thence northerly along the right-of-way of the Southern California Edison Company easement per document recorded ...”

Acceptable:

- “...thence North 1°18'56” West a distance of 150' to the southwest corner of that certain property recorded in Book 12, Page 15, of Recorded Deeds ...”
- “...thence northerly along the centerline of Trust Street, North 10°01'25” West 150.25 feet to the beginning of(list the various courses) to the north line of that certain property recorded in Book 12, Page 15 of Recorded Deeds ...”

- "...thence North 25°25'50" East 1245.85 feet along the southeasterly right-of-way of the Southern California Edison Company easement per document recorded...to the ..."
- *The written geographic description shall be expressed as either a bearings and distances description, or as a specific parcel description in sectionalized land (e.g., The SW ¼ of Section 22, T1N, R1W). When the description is by metes and bounds, all courses shall be numbered and described with bearing and distances written in a consistent clockwise direction. All courses required to close the traverse of the subject territory shall be stated. All curves shall be described by direction of concavity. Delta, arc length, and radius shall be listed, including radial bearing for all points of non-tangency.*

LAFCO Standard 1:

All courses shall be numbered in the written description.

Example:

1. Thence North 25°25'50" East 2585.95 feet;
2. Thence North 35°40'55" East 25.00 feet to the beginning of a curve, concave westerly, having a radius of 100.00 feet;

Or

- ① Thence North 25°25'50" East 2585.95 feet;
- ② Thence North 35°40'55" East 25.00 feet to the beginning of a curve concave westerly, having a radius of 100.00 feet;

LAFCO Standard 2:

All boundaries shall be described in full using bearings and distances as well as control calls.*

NOTE: Bearings and distances are secondary to the proper control call for the line.

*When the boundary of the proposal follows along the existing (similar) boundaries identical to the subject territory, the bearings and distances and control calls may be omitted along said existing (similar) boundaries.

Example:

"Thence along the existing boundary of the City of _____ (or _____ District) as established by "Annexation No. __", per "Annexation No. __ (LAFCO XXXX)" and per "Annexation No.

___” through its various courses in a generally Westerly, Northerly and Northwesterly direction to the...”

LAFCO Standard 3:

The written description shall mention - when arriving at, following along and leaving the existing (similar) boundaries identical to the subject territory. The description shall also define points of intersection from said boundaries.

These boundaries shall be identified using either one of the following:

- For Annexations 1964-Present, include the City or District Annexation Name (or Number) and the LAFCO Number.

Example:

...Beginning at a point in the existing City of San Bernardino boundary per “Annexation No. XX (LAFCO XXXX)”, said point being...

- For Annexations Prior to LAFCO (circa 1964), include the City or District Annexation Number only.

Example:

...Beginning at a point in the existing City of San Bernardino boundary per “Annexation No. XX”, said point being...

If the boundary being described is a portion of the actual incorporation boundary of the City/District, then it shall be identified as such.

- For a City Incorporation Boundary:

...continuing along said city boundary per “Incorporation of the City of San Bernardino”...

- For a District Formation Boundary:

...continuing along said district boundary per “Formation of the San Bernardino Water District”...

- *The geographic description shall have a point of beginning referenced to a known major geographic position (Example, section corners, intersection of street or road centerlines, intersection of street centerline and city, county or district boundary at time of filing, etc.). A point of beginning that is tied to a*

fence post, tree, or pipe in the ground is not considered a major geographic position. A point of beginning that refers only to a tract map, a subdivision map, or a recorded survey map will be rejected. It is preferred that the point of beginning be the point of departure from an existing boundary (when applicable).

Example:

“Beginning at an angle point in the existing boundary for the City of San Bernardino, said point being the northwest corner of Annexation No. XX to the City of San Bernardino (LAFCO XXXX), thence...”

- *The written description shall state the acreage for each separate single area (see definition below for single area) and the combined total acreage of subject territory.*

LAFCO Standard 4:

The acreage summary for a single area proposal shall be added at the end of the written geographic description (see Example A). For proposals with multiple areas, the acreages of each single area shall be at the end of each of their respective written geographic description and the total acreage shall be added at the end of the entire legal description (see Example B).

Example:

- A. The above-described area of land contains X.XX acres, more or less.
- B. The total area of land contains XX.XX acres, more or less.

A "single area" means any separate geographical area regardless of ownership. A lot, a subdivision or a township could each be a "single area." For the purpose of these standards, a geographical area which is divided into two or more parcels by a roadway, railroad right-of-way, river or stream shall be considered a "single area." Separate geographic areas that are not contiguous to each other shall not be considered a "single area." A "single area" does not include two areas that are contiguous to an existing boundary of a city or district but not to each other.

MAPS:

Submission Requirements:

- Provide ten (10) copies of the maps. For maps submitted on sheets greater than 8½" x 11", a copy of the reduced version of the map must be submitted.
- *When it is necessary to use more than one map sheet to show the boundaries of the subject territory, the sheet size shall be uniform. A small key map giving the relationship of the several sheets shall be furnished. Match lines between adjoining sheets shall be used. While the geography on adjoining sheets may overlap, the project boundaries must stop at the match lines. Tax Area Services (of SBE) has standardized on the D size (24" x 36") map sheet, but will accept larger or smaller map sizes depending on the size and complexity of the individual single area.*
- Maps drawn on sheets greater than 24" x 36" will not be accepted without prior approval from LAFCO. Maps can only be drawn on sheets larger than 24" x 36" if the proposal would not fit using the standard minimum scales allowed.
- If a proposal is drawn on more than one sheet, an index map must be submitted together with the set of maps. The index map must show a clear demarcation of the sections being divided on the map. Each map sheet shall include the title of the proposal and a sheet number corresponding to the index map sheet.
- A PDF or JPEG format of all maps, submitted on a disk, is discretionary but highly recommended.
- The title block for the map shall contain the following information:
 1. The LAFCO Number (Leave the LAFCO Number blank when initially submitting a map since the LAFCO Number is only assigned once the proposal is received by LAFCO), the complete title of the proposal and a general description where the proposal is located. The general description can either be described using street/road networks for small area proposals, or the use of government sectionalized land for large or remote proposals (i.e., The SW ¼ of Section 22, T1N, R1W).

Example:

LAFCO _____
San Bernardino Water District Annexation
(Barton Heights Annexation)
Located East of Waterman/South of Third Street

2. If applicable, the agency or firm (including address and telephone

number) responsible for the preparation of the map.

The following items may also be placed on the title block. Otherwise, they can be placed anywhere on the map area:

3. Acreage of proposal.
4. Listing of affected agency/agencies - city, district, etc. whose boundaries are being changed. (Do not include County of San Bernardino).
5. Signature and seal of person responsible for preparing the map (including license or registration number with expiration date), as required by Section 8761 of the Professional Land Surveyor's Act.
6. Date of map preparation (or revision dates – if the map being submitted is a revised version).

Specific Requirements in Preparing the Map:

- *All maps must be professionally drawn or copied. Rough sketches or pictorial drawings will be rejected. Assessor parcel maps will not be accepted as a substitute for the project map.*

LAFCO Standard 5:

All maps must be drawn in black and white. Colored (GIS) maps may be accepted with only a maximum of 2 colors or 2 shades. The colors/shades to be used must be of good contrast with enough distinction to set apart the different colors or shades (especially when photocopied in black and white).

- *Every map shall bear a scale and a north arrow. Every map shall be of a sufficient size to allow Tax Area Services (and County Departments) to plot the boundary without difficulty. Reduced maps are not acceptable and will be rejected by the Tax Area Services. Every map shall be of a scale common to the industry. All lettering and numbers on the map must be legible.*
- *Maps of the subject territory shall be drawn to these **standard minimum scales:***

ACREAGE WITHIN PROJECT AREA	MINIMUM MAP SCALES
1 – 40 acres	1" = 100'
41 – 200 acres	1" = 200'
201 – 1000 acres	1" = 400' or 1" = 800'
1001 acres and over	1" = 800' or 1" = 1200'

(For a multiple-area filing, the size and complexity of each single area should govern the map scale.)

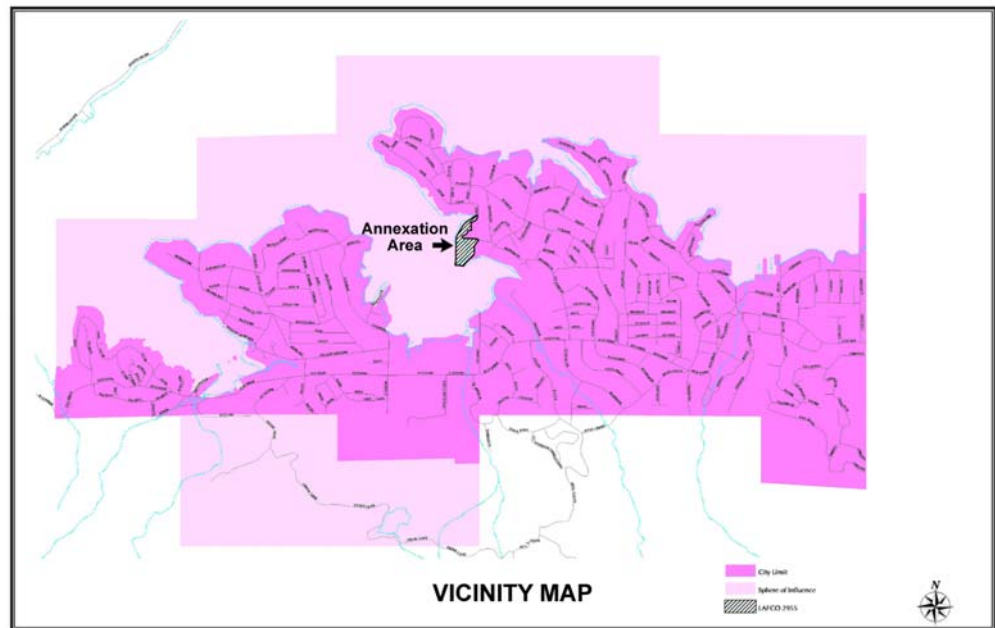
- *If any segment of the boundary is shorter than 1/40 of the map scale (i.e., 10 feet on a 1" = 400' scale map) that segment should be enlarged in a marginal sketch.*
- *A vicinity map shall be included.*

The vicinity map can be added on the map sheet. If the map sheet cannot accommodate the vicinity map, submit the vicinity map as a separate sheet or add it on the index map sheet if submitting multiple sheets.

LAFCO Standard 6:

The vicinity map shall show the relationship of the proposal area to the entire (or majority of the) existing city/district boundaries and/or spheres of influence. Both proposal area and existing boundary shall be clearly identified using a hatch or a shade (color). The vicinity map shall have a north arrow.

Example:



- *The point of beginning shall be clearly shown on the map and referenced to a known geographic point.*

LAFCO Standard 7:

The point of beginning (P.O.B.) must be labeled on the map. The true point of beginning (T.P.O.B.) and the point of commencement (P.O.C.)

should also be labeled on the map, if applicable.

- *All prior annexations contiguous with the subject territory shall be shown listing the annexation number, the resolution number, resolving agency name, ordinance or official record number and recording date.*

LAFCO Standard 8:

In lieu of the above SBE Standard regarding prior annexations contiguous with the subject territory, LAFCO requires that prior annexation boundaries be labeled with either the following:

- The LAFCO number; or
- For annexations prior to LAFCO (circa 1964), include the City or District annexation name or number and the date of annexation.

Label an incorporated city/district boundary as “City of _____ Incorporation Boundary” or “_____ District Formation Boundary”.

NOTE: Use a hatched line-style for the existing City/District boundary, i.e., *//////////*; or use color shading for GIS (colored) maps.

- *All dimensions needed to plot the boundaries must be given on the map of the subject territory. Each map shall have numbered courses matching the written geographic description. All courses shall be numbered and described with bearings and distances written in a consistent clockwise direction. All courses required to close the traverse of the subject territory shall be drawn. All curves shall be described by direction of concavity. Delta, arc length, and radius, including radial bearing for all points of non-tangency shall be listed. Index tables may be utilized.*

LAFCO Standard 9:

If both the course number and the bearings and distances cannot be written legibly along-side the boundary, then only the course number (corresponding to the course numbers on the written description) shall be shown on the boundary line and a line/curve table listing the various courses with the bearings and distances shall be added to the map sheet.

- *Every map must clearly indicate all existing streets, roads, and highways, together with the current names of these thoroughfares, within and adjacent to the subject territory. The relationship of the subject territory to street rights-of-ways and street centerlines must be clearly indicated. Other pertinent physical features should be included. Do not include topographic contour or elevation lines unless they are specifically called out in the geographic description.*

- *The boundaries of the subject territory shall be distinctively delineated on the map without obliterating any essential geographic or political features. The boundaries of the subject territory shall be the most predominant line on the map. Boundary lines that are delineated by a line that exceeds 1.5 millimeter in width shall be rejected. The use of graphic tape or broad tip marking pens to delineate the boundary is not acceptable.*

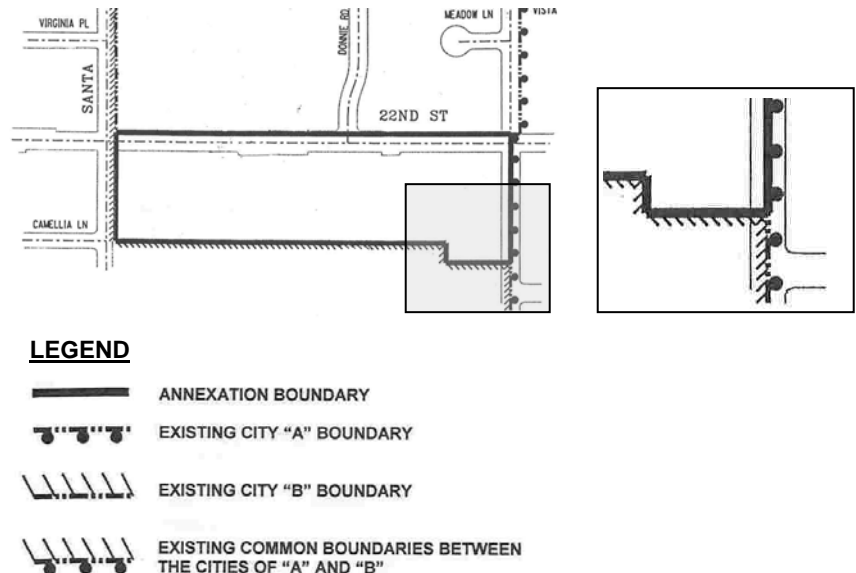
LAFCO Standard 10:

To identify and delineate the different boundary lines, areas, or geographic features on the map, use common lines, symbols, hatching, and abbreviations. A legend table shall be included to describe each line-type, hatching-style, symbol and abbreviation visible on the map sheet.

LAFCO Standard 11:

The entity proposed for change shall be clearly shown on the map. A solid line shall be used to depict the proposed boundary and must be the most prominent line on the map. Common boundary lines overlapping each other shall be clearly delineated using distinct line-types.

Example:



- *All parcels within the subject territory that touch the new boundary must be clearly labeled with the assessor's parcel number. Interior parcels that do not touch the exterior boundary need not be identified.*

LAFCO Standard 12:

For a large proposal (or proposals with more than 20 Assessor Parcel

Numbers (APN)), an index table listing the various APN's shall be added on to the map sheet. Label only a few APN's for ease of location identification.

- *If the subject territory has interior islands of exclusion or the boundary has a peninsula of exclusion (or inclusion) that area(s) shall be shown enlarged in a marginal sketch. This sketch shall be of sufficient size and scale to allow Tax Area Services (and County Departments) to plot the boundary without difficulty. The parcels in the sketch that touch the boundary shall be clearly labeled with the assessor parcel numbers.*
- LAFCO policy requires that all proposal boundaries that use a street or a road as a boundary shall establish that boundary along the centerline of the street/road.